

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1863**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCAO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1252 9-20-01	2001 COC Election Outreach and Nominations	State and County Offices
BU-604 9-19-01	October 2001 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
BU-605 9-21-01	FY 2001 Instructions for De-obligating Travel and Relocation Authorizations	State Offices
CRP-388 9-21-01	Assigning CRP Payments Reminder	State and County Offices
CRP-389 9-26-01	Tracking Signup 23 Continuous CRP Automated Activity Before the End of FY	State Offices
LD-517 9-17-01	Authorization to Issue WAMLAP-III Payments	State and County Offices
PF-167 9-21-01	Disabling FY 2001 Market Loss Assistance (MLA) Payments	State and County Offices

Continued on the next page

**National Procedure Checklist No. 1863 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PF-168 9-21-01	Clarification on Issues Involving Production Flexibility Contract (PFC) and Market Loss Assistance (MLA) Payments	State and County Offices
PF-169 9-25-01	Issuing Remaining FY 2001 Market Loss Assistance (MLA) Payments	State and County Offices
PM-2261 9-24-01	Transmitting T&A's to the National Information Technology Center (NITC)	State Offices and APFO
PM-2262 9-24-01	2001 Government Employees Insurance Company (GEICO) Public Service Awards	FAS, RMA, and FSA Employees
PM-2263 9-25-01	2001 FSA Administrator's Awards for Service to Agriculture (AASA)	FSA Offices
PS-414 9-24-01	Processing 3 <sup>rd</sup> Wool and Mohair Market Loss Assistance Program (WAMLAP-III) Batch Payments for All WAMLAP-II Recipients Using APSS Software in County Release No. 467	State and County Offices
SU-72 9-19-01	Postsignup Information for 2001 Sugar Payment-In-Kind (PIK) Program	State Offices and Service Centers
TB-1016 9-21-01	Cross County Line Sale - Flue-Cured Tobacco Quota Referendum	FL and GA State and County Offices and KCAO
TB-1017 9-25-01	2001 Crop Year FSA-578 Summarization Process	Tobacco State and County Offices

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Continued on the next page

**National Procedure Checklist No. 1863 (Continued)**

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**Permanent  
Directives**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
1-CM (Rev. 2) Amend. 85 9-25-01	Common Management and Operating Provisions	All Offices
1-DAP Amend. 44 9-25-01	Disaster Assistance Programs	State and County Offices
3-DAP Amend. 6 9-13-01	FY 2000 Disaster Assistance Programs	State and County Offices
27-PM (Rev. 1) Amend. 2 9-19-01	County Office Classification, Employment, and Pay Administration	State and County Offices

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**Procedure  
Notices**

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None

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**Obsolete  
Directives**

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None

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Continued on the next page

**National Procedure Checklist No. 1863 (Continued)**
**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
AD	1100	05-16-97	Travel Reminder	nofile.htm	MSD	Card	FAS	Internal Office Procedures	N/A	The following has been reprinted. Order from "Stocked By" location.
FMHA	1951-43	11-90	Adjustment of Accounts Referred for IRS Offset	nofile.htm	KC	50 2-part NCR sets/book	FSA, RD	FMI 12-19-90, 1951-C	N/A	This form is obsoleted for FSA only. Destroy all stock. Referenced in FSA PN No. 124 dated 9-14-01.
FSA	2101	09-19-01	DD FLP Oversight Report Guide	eFSA2101.FML	Electronic Form	MP/7 Head to Head	State and County Offices	1-FLP, FSA PN Issue No. 109.	N/A	This form was revised and available electronically. Destroy old stock. PDF-Audio is forthcoming. FSA PN No. is forthcoming.
FSA	2102	09-19-01	Report and Summary Schedule for DD FLP Oversight Reviews	eFSA2102.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP, FSA PN Issue No. 109.	N/A	This form was revised and available electronically. Destroy old stock. PDF-Audio is forthcoming. FSA PN is forthcoming.
FSA	410-1	09-14-01	Request for Direct Loan Assistance	eFSA0410-0001.FML	Electronic Form	MP/4 Head to Foot	State and County Offices	FMI 9-14-01, FmHA Instructions 1910-A, 1941-A, 1943-A, 1943-B, 1945-D, 1951-J, 1951-S, 1962-A, and 1965-A, and FSA PN No. 123, dated 09-14-01.	N/A	This form and FMI were revised and available electronically. Destroy old stock. Referenced in FSA PN No. 123, dated 09-14-01. The PDF-Audio is forthcoming.
FSA	695	08-30-01	Conservation Annual Payment Statement	eFSA0695.FML FSA0695.PDF	Electronic Form	Sheet	County Offices	12-AO, 25-AS, 1-CRP, 2-CRP	WBP4	This PDF-Audio form is now available electronically.
KC	314	09-19-01	Accounts Payable - CBS - Local Bank Reimbursements	KC0314.DOC	RPL/DOC	Sheet	SCFOD-CCB	N/A	N/A	Revised form; destroy previous editions.
KC	315	09-19-01	Promissory Note Payment Invoices	KC0315.DOC	RPL/DOC	Bookset	DMD-PCB	N/A	N/A	Revised form; destroy all previous editions. Multi-part form is printed and assembled as a coupon bookset.

**Note:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

**National Procedure Checklist No. 1863 (Continued)**
**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
KC	317	09-19-01	Data Dictionary Service Request	KC0317.DOC	RPL/DOC	Sheet	IMSD, AFAD, GSD, PSCAD, PARMD	N/A	N/A	Revised form; destroy all previous editions.
KC	318	09-28-95	Element Documentation	KC0318.DOC KC0318.WPD	RPL/WP/DOC	Sheet	All Systems Divisions	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	321	09-21-01	Record Definition	KC0321.DOC	RPL/DOC	Sheet	AFAD, PARMD	N/A	N/A	Revised form; destroy all previous editions.
KC	322	04-96	Emergency Medical Information Card	KC0322.DOC KC0322.WPD	RPL/WP/DOC	Card	PD-Health Unit	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	362	09-17-01	Standard Abbreviations Shown on Information Releases	KC0362.FML KC0362.PDF	Electronic Form	MP/2 Head to Head	BCD, EOD	N/A	N/A	Revised form; destroy previous editions.
KC	975	09-24-01	Check Sheet for Approval of and Amendment to the Uniform Grain and Rice Storage Agreements (UGRSA)	KC0975.DOC KC0975.WPD	RPL/WP/DOC	Sheet	BCD-SCB	N/A	N/A	Revised form; destroy all previous editions.
KC	1117	09-21-01	Specified Change Notice	KC1117.DOC KC1117.WPD	RPL/WP/DOC	Sheet	BCD-SCB, EOD-TMB	N/A	N/A	Revised form; destroy all previous editions.
KC	1412	09-21-01	Request for Inventory Disposition	KC1412.DOC KC1412.WPD	RPL/WP/DOC	Sheet	BCD, FOD	N/A	N/A	Revised form; destroy all previous editions.
MISC	TSP-3	10-96	Designation of Beneficiary Form	TSP003.DOC	BSC/KC and RPL/DOC	MP/4 Head to Head	State and County Offices	22-PM	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
RD	838-B	07-97	Invoice - Receipt Certification	eRD0838-0000-B.FML 0838-B.PDF	Electronic Form	Sheet	FSA, RD	FMI 10-29-97, RD Instruction 2024-A, 1-COR	N/A	This form is now available in PDF-Audio format.

**Note:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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**National Procedure Checklist No. 1863 (Continued)**

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**State Office**                      The reports due in October are listed in this table.  
**Reports**  
**Calendar**

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
10-01-01	County Office Work Measurement (4th Quarter Report-Work Measurement Countries Only)	12-AO
10-05-01	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
10-05-01	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
10-05-01	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
10-05-01	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
10-05-01	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
10-05-01	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
10-05-01	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
10-05-01	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
10-05-01	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
10-05-01	Interim EQIP Progress Report (CEP-60R)	1-CONSV
10-05-01	Progress Report for EQIP (ACP-305) (CEP-60R)	1-CONSV
10-05-01	TAP Progress Report (AP-305) (CEP-62R)	1-CONSV
10-05-01	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
10-05-01	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
10-05-01	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
10-15-01	Late Voucher Report (NAP-1R)	2-NAP
10-15-01	LA Interest Payment Report (NAP-2R)	2-NAP
10-15-01	RCWP Status Report (CEP-28R)	1-RCWP
10-22-01	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN
10-30-01	Freedom of Information Requests (MS-271P)	2-INFO
10-31-01	Conversion of Federal Vacancies to Non-Federal Positions Report (PE 172-R)	27-PM